

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **School Infrastructure Database (SID)**

### **Application User's Guide**

### **End-of-Year 2012 Submission**

Questions?

Phone: 517-335-0505, option 3

E-mail: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)



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## Introduction

This guide is intended for all users of the School Infrastructure Database (SID). The SID Data Field Descriptions and any addenda posted to the SID Web page should be used with this User's Guide. This guide explains the process of using the SID Application, as well as how to properly enter and submit data via the SID Online Application and/or the bulk upload process.

## General Information

### What Data Are Entered Into the SID?

Data submitted by school districts via the School Infrastructure Database include information about safety practices and incidences of crime in public schools, dual enrollment and instructional computers.

### When Are the SID Data Due?

Your district's SID submission is due to CEPI by June 30, 2012. Due to June 30 falling on a weekend, the SID will remain open until 11:59 p.m. on Monday, July 2, 2012.

## Application Startup and Security

### Authorized User – Your MEIS Account

The SID Application is available to authorized users only. To become a SID authorized user, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS website at <https://cepi.state.mi.us/MEISPublic>. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

Questions concerning your MEIS account and CEPI Applications can be directed to CEPI customer support at 517-335-0505, option 3 or via e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

### Create your MEIS Account

To create your MEIS account number and password, go to the MEIS website at: <https://cepi.state.mi.us/MEISPublic>. The following screen will appear:

Michigan Department of Education

Michigan.gov

MEIS Home | MEIS Home

Welcome to the Michigan Education Information System (MEIS)

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

Login Name:  *I forgot my Login Name*

Password:  *I forgot my Password*

Have questions/concerns about MEIS security or MEIS User Management?

Please contact the MEIS Help Desk via:

Phone: (517) 335-0505

Press 2 for MDE Programs

Press 3 for CEPI Programs

Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

## Need Help With Your MEIS Account or Password?

### MEIS Account or Password

If you have any problems remembering your MEIS login ID or password for the SID, please visit <https://cepi.state.mi.us/MEIS/login.aspx>. If you are still unable to log in, please contact CEPI customer support at (517) 335-0505, option 3, or via e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

### Updating an MEIS Account E-mail address or Phone Number

It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative for all MEIS users to keep their e-mail addresses current in their MEIS accounts. Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. If an update is necessary for an authorized user's e-mail address or phone number, please do the following:

Update MEIS account at: <https://cepi.state.mi.us/MEISPublic/>

- a. Click on "Access an Existing MEIS Account."
- b. Log in as a MEIS User.
- c. Click on "View/Update User Profile."
- d. Click Edit, make changes, then click on "Update."
- e. Click on "Return to the MEIS Main Menu."
- f. Log out of MEIS.

## Security agreement

After you have established your MEIS account, the next step is to download the SID Security Agreement from either the MEIS website at [www.michigan.gov/meis](http://www.michigan.gov/meis), or from the "CEPI Applications" page on the CEPI website, at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, **Submit SID Data to CEPI**. After you have security access to the SID, you are ready to begin.

**Note:** A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

### Submit SID Data to CEPI

- [SID Security Agreement](#)
- [SID Application](#)

Click here on the website to obtain a copy of the SID Security Agreement.

## SID Content Information

For questions regarding SID content, please send a message to e-mail [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call the customer support staff at 517-335-0505, option 3.

The SID Data Field Descriptions contains a state of Michigan office contact for fields when appropriate. Questions pertaining to particular field content should be directed to the office contact.

For technical assistance questions concerning your data submission, please contact CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505, select option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific questions.

## Detailed Information about the SID

Please visit the CEPI website at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications", and then click on "School Infrastructure Database." Refer to the items listed under SID Help.

### SID Help and Resources

- [EOY 2012 SID FAQs - Revised](#) PDF
- [EOY 2012 SID Short Form Worksheet - Revised](#) XLS
- [EOY 2012 SID Long Form Worksheet - Revised](#) XLS
- [EOY 2012 SID User's Guide](#) PDF
- [Dual Enrollment FAQs](#) PDF
- [How to Join the SID Listserv](#)
- [Browser and System Suggestions](#)

SID Help

## SID Data Field Descriptions

A copy of the SID Data Field Descriptions may be obtained from the CEPI website at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications," and then click on "School Infrastructure Database." The SID Data Field Descriptions can be found under the heading, **SID Data Manual**. Be sure to check the website for any addenda that may be posted throughout the submission period.

### SID Data Manual

- [EOY 2012 SID Data Field Descriptions](#) PDF
- [EOY 2012 SID Record Layout - Revised](#) PDF
- [EOY 2012 SID Addendum](#) PDF

Be sure to print copies of each item listed under SID Data Manual.

## SID Online Application

### Accessing the SID Online Application

The SID may be accessed through the CEPI website at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications," and then click on "School Infrastructure Database." Click on "SID Application" under the heading, **Submit SID Data to CEPI**.

## Submit SID Data to CEPI

- [SID Security Agreement](#)
- [SID Application](#)

Access the SID Application.

## Help at Your Fingertips

Help aids are available at your fingertips as you work through the application. Users will find hyperlinks to current versions of the SID Frequently Asked Questions (FAQs), User's Guide, Data Field Descriptions and any addenda that have been posted for the current submission.

## MEIS Login Screen

After you click on the SID Application link, the following screen will be displayed. Enter your MEIS user name and password:

Center for Educational Performance & Information  
Michigan.gov

[CEPI Home](#) | [FAQ](#) | [User's Guide](#) | [Contact CEPI](#)

[SID | Login](#)

### School Infrastructure

The School Infrastructure Database (SID), operated and maintained by the Center for Educational Performance and Information (CEPI), is used by school districts to submit information to the state of Michigan about school safety practices, incidences of crime and Dual Enrollment. The data collected in the SID are used to produce reports for the U.S. Department of Education and the Michigan Department of Education.

District superintendents designate authorized users of the SID to submit data. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the SID. Authorized users may request, review and submit building data and view reports.

For more information, please choose from the following options:

- [EOY 2012 SID Data Field Descriptions](#) PDF
- [EOY 2012 SID Addendum](#) PDF
- [EOY 2012 SID User's Guide](#) PDF
- [EOY 2012 SID FAQs \(revised\)](#) PDF
- [EOY 2012 SID Short Form Worksheet \(revised\)](#) PDF
- [EOY 2012 SID Long Form Worksheet \(revised\)](#) PDF
- [EOY 2012 SID Record Layout \(revised\)](#) PDF
- [SID Security Agreement Form](#) PDF
- [Obtaining or Updating a MEIS Account](#)

**MEIS Login**

User Name:

Password:

[Forgot your username or password?](#)

The SID Application will be available for the EOY 2012 data submission April 1 through July 2, 2012.

VeriSign Trusted  
VERIFY

To enter your password in the login screen:

1. Click in the **Login** box.
2. Type your **User Name**.
3. Press the **Tab** key to go to the **Password** box or put your cursor in the **Password box**.
4. Type your **password**.
5. Click on the **Log In** button.

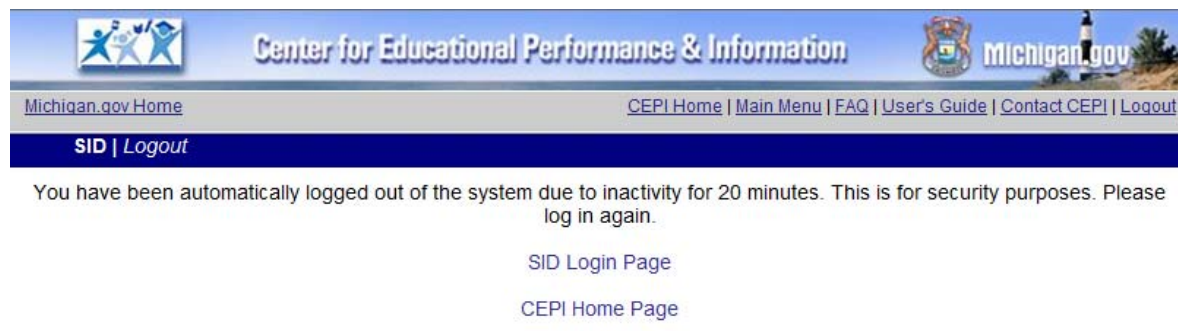
If you need more information, or if you have entered your user name and password correctly and access to the application is denied, please contact CEPI customer support at 517-335-0505, option 3 or via e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again. Be sure to click on "Save Data for this

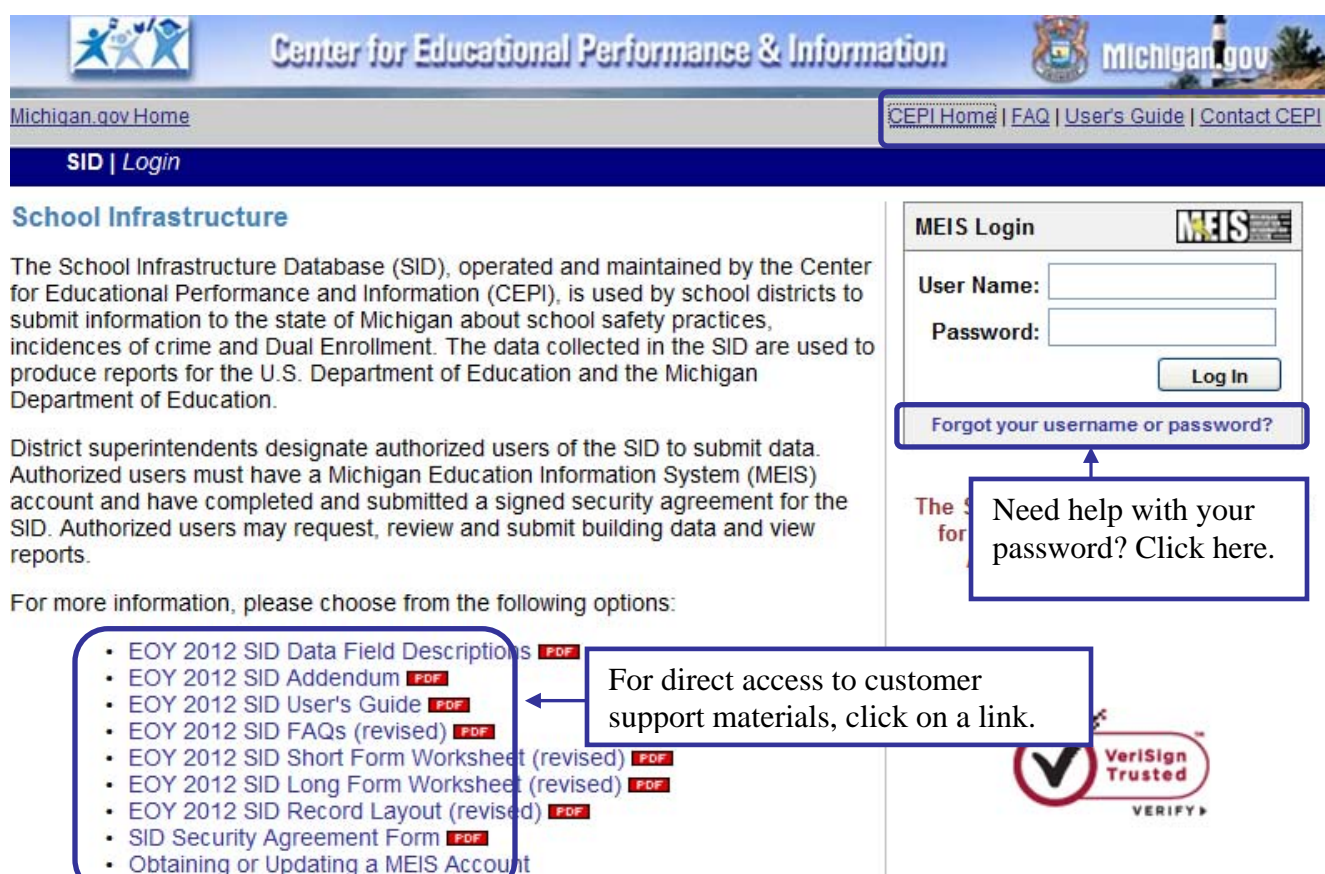


School/Facility" frequently to save your submission. The following screen will appear when you are logged out of the SID Application because of inactivity for 20 minutes:



## Help Features

SID users may access resource materials such as the "SID FAQs," "SID User's Guide, or the "Contact Help Desk" link on each Web page. Click on the item you wish to view, and it will open in a separate window without logging you out of the application.





## SID Welcome Screen/SID Main Menu

The Welcome page in the SID contains general information about the SID data submission. It also contains a list of the district(s) to which you have access for data submission purposes. A separate security agreement is required for each district. If you should have access to a district and it is missing from the list, submit a security agreement for the district in order to gain access. If schools/facilities are missing from the school/facility list, verify that the Educational Entity Master (EEM) information is up to date for that district. The Welcome Screen contains a link to the security agreement form.

The screenshot shows the SID Main Menu interface. At the top, there is a header for the "Center for Educational Performance & Information" and "Michigan.gov". Below the header, there is a navigation bar with links: "Michigan.gov Home", "CEPI Home", "Main Menu", "FAQ", "User's Guide", and "Contact CEPI". The main content area is titled "Welcome to the School Infrastructure Database". It contains a welcome message, a "My District" dropdown menu (currently set to "Happy Valley Schools"), and sections for "Reports" and "SID Data Submission".

**Callouts:**

- Click here to obtain security agreement form.** (Points to a link in the "Welcome" section)
- Click here to access the District Level Report or School/Facility Reports.** (Points to the "Reports" section)
- Click here to access the Educational Entity Master.** (Points to a link in the "Welcome" section)

**Table: School/Facility List**

School/Facility	Status
Happy Valley Elementary	✗
Happy Valley Middle School	✗
Happy Valley High School	✗
Happy Valley Alternative High School	✗
Happy Valley School District	✗

**Legend:**


- View the summary report for the unit
- Data entry complete for the unit (✓)
- Data entry incomplete for the unit (✗)

**Note:** When all fields on the submission form have green check marks (✓), the school/facility name on this Welcome screen will be shown with a green check mark (✓). When all schools/facilities listed for your district have green check marks, your district's submission is complete.

**Footer:**

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout  
 State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy  
 Copyright © 2009 State of Michigan

## The Red "x" (✗), the Green Check Mark (✓) and the Report Icon

Each school/facility listed has a red "x" (✗) following the name of the school/facility. The red "x" (✗) indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✓) will appear to the left of the field on the submission screen. After all fields have been submitted for a school/facility, a green check mark (✓) will appear next to the school/facility name on the Welcome Screen. When all schools/facilities listed for your district have green check marks (✓), your district's submission is complete. To review the data your district has submitted, click on the report icon  to the left of the school/facility's name.

As a reminder, data must be submitted for each field, even if there were no reportable incidents. Some fields in the SID require a "Yes" or "No" response. Some fields require a numeric response. If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required. Blank fields will be considered as incomplete, except for the optional fields.

### The Red "X" (✗)



(5) Physical Assaults \*

Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement. These incidents must have occurred during the past school year on school property or at a school-sponsored activity.

The red "x" (✗) indicates that the field submission is not complete.

### The Green Check Mark (✓)



(5) Physical Assaults \*

Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement. These incidents must have occurred during the past school year on school property or at a school-sponsored activity.

The green check mark (✓) indicates that the field submission is complete.

### School/facility Submission Complete

East Lansing School District

 [Donley Elementary School](#)



 [East Lansing High School](#)



 [East Lansing School District Central Administrative Office](#)



 [Glencairn School](#)



 [MacDonald Middle School](#)



Click on report icon to review data submission.

The green check mark (✓) indicates that the school's submission is complete for all the fields in the SID.

The red "x" (✗) indicates that the school's submission is not complete for all fields in the SID.

When all the schools/facilities in your district have green check marks (✓), your submission is complete.

## Optional Fields

The optional fields (4A, 45, 46, 48 and 49) will not display the red X (✗). However, if the field is submitted with a valid value, the field will display a green check mark (✓).

# Beginning Your SID Submission

## Welcome Screen

Click on the school/facility or administrative unit on the Welcome to the School Infrastructure Database screen to view the submission screen.

### My Schools/Facilities

To submit your SID data for a school/facility using the online submission form, click the school/facility name below:

The screenshot shows a list of schools/facilities with a callout box pointing to 'Pottersville Elementary School'.

	<a href="#">NEC Adult and Alternative Education</a>	X
	<a href="#">Pottersville Elementary School</a>	
	<a href="#">Pottersville High School</a>	
	<a href="#">Pottersville Middle School</a>	
	<a href="#">Pottersville Public Schools Central Administrative Office</a>	X

Click on the school/facility name to open the submission screen.

## Verification of the Educational Entity Master (EEM)

When a school/facility is selected from the district list, the EEM Verification page will appear. Please have your EEM authorized user verify that the EEM information is accurate and up to date. The data entry form will be displayed after you click on one of the three selections, as illustrated below.

During each submission cycle of the SID, each district will be reminded to verify that its information is accurate and up to date. The EEM authorized user for your district should verify that the information about your district and schools/facilities is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the SID authorized user attempts to access each one of the district's schools/facilities in the SID Application each submission cycle:

The screenshot shows the 'Educational Entity Master Verification' page with a callout box pointing to the 'Continue to the SID' button.

**Center for Educational Performance & Information** Michigan.gov

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

**SID | EEM Verification**

### Educational Entity Master Verification

Before entering your data into the SID, please verify that your Educational Entity Master (EEM) information is accurate and up-to-date. The Educational Entity Master is the State of Michigan's database for official building information: school/facility and district codes, administrator name(s), address, phone number, etc. These data are the central link to all data collected by the Center for Educational Performance and Information (CEPI). If the data maintained in the Educational Entity Master are not accurate and up-to-date, you may have difficulty submitting other data to the State.

**Step 1:**  
To verify your Educational Entity Master records, please point your browser to <http://www.michigan.gov/eem> and locate the information for your district and/or school/facility.

**Step 2:**  
If any of the information requires updating, please log in to Educational Entity Master as an authorized user and make any necessary changes. If you are not an authorized user for your district and/or school/facility, please contact one of the following people (or contact the CEPI Customer Support Team if these people cannot be located):

EEM Authorized User	Email	Phone	District
User14	train14@mi.gov	555-1225	Grand Rapids Public Schools

**Step 3:**  
Once verification of your Educational Entity Master information is completed, you may now continue entering your infrastructure data via the SID application.

[Continue to the SID](#)

After the authorized user for the district has completed the EEM verification, click on "Continue to the SID".

If you have verified that all of your EEM data are correct for all schools/facilities in your district, you may check the box at the bottom of the screen that says, "Arrangements have been made to have my EEM data updated." After doing so, you will not see the EEM Verification page again for the district.

## Administrative Unit - Sharing Space

If an administrative unit shares physical space with another school/facility, the district user may report the administrative unit in this manner and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school/facility, click on the button shown. The administrative unit will then be marked with a green check mark as complete.



Center for Educational Performance & Information

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

**SID | Data Submission Form**

**Happy Valley Public Schools (00000)**

Operating ISD/ESA: Eaton ISD (23)  
Operating District: Happy Valley Public Schools (23090)

*If this central administrative office shares physical space with another building in your district, you will not be required to enter SID data for this building. If this office does not share physical space with another building, continue entering SID data for this building.*

Click here if the administrative unit shares physical space with another school/facility in the district.

The following screen will appear when you click on the "administrative office shares space" button:



Center for Educational Performance & Information

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

**SID | Data Submission Form**

**Errors**

- No errors were found

Your central administrative office has been successfully marked as sharing space with another physical building within your district.

[Return to the SID Main Menu](#)

[Michigan.gov Home](#) | [CEPI Home](#) | [Main Menu](#) | [FAQ](#) | [User's Guide](#) | [Contact CEPI](#) | [Logout](#)  
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)  
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The following screen will appear the next time the user clicks on the administrative unit:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

**SID | Data Submission Form**

**Happy Valley Public Schools (00000)**

Operating ISD/ESA Eaton ISD (23)  
Operating District Happy Valley Public Schools (23090)

*This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.*

administrative office does not share space

### Shared Space Marked in Error

If the district user marks the administrative unit as sharing space in error, he or she should simply click the "administrative office does not share space" button. The administrative unit will now be marked with a red "x" and the district will be required to submit data for the administrative unit.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu

**SID | Data Submission Form**

**Happy Valley Public Schools (00000)**

Operating ISD/ESA Eaton ISD (23)  
Operating District Happy Valley Public Schools (23090)

*This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.*

administrative office does not share space

Click here to unselect the shared space option for the administrative unit.

## "Logout" Before a School/Facility Submission is Complete

Before you exit a field, be sure to click "Save Data for this School/Facility" at the bottom of the submission screen before you click on "Logout," so that all data entered will be saved. If you need to end the submission session, simply click on the word "Logout" at the top or bottom of the submission screen.

The screenshot shows the 'SID | Data Submission Form' interface. At the top, there is a navigation bar with links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Contact CEPI, and Logout. The 'Logout' link is circled in red. Below the navigation bar, there is a section for 'Save Data for this School/Facility' with a button labeled 'Save Data for this School/Facility'. A callout box points to this button with the text: 'Click here to save data submission.' Below the button, a note states: 'This will save your current progress. You may return at a later date to complete the submission.' Another callout box points to the 'Logout' link at the bottom of the page with the text: 'Click on "Logout" located at the top or bottom of the screen to end session.'

## Submission Screen

When you click a school/facility or the administrative unit name, the online submission screen will appear. All fields appear on one screen. District users may complete the submission one field at a time, if desired. However, be sure to save your data before you exit the SID Application each time.

The screenshot shows the 'SID | Data Submission Form' for 'Happy Valley High School (XXXXX)'. The form includes the following fields:

- Operating ISD/ESA: Eaton ISD (23)
- Operating District: Happy Valley Public Schools (XXXXXX)
- (4) School Disciplinary Problems (Student Bullying) (Optional): Indicate the number of incidents of student bullying that have occurred on school property or at a school-sponsored activity over the past school year.
- (7) Illegal Possession: Indicate the number of incidents that involved the illegal use, possession or sale of a controlled substance (MCL 333.7106 [2,3]), prescription drug or narcotic (MCL 333.7107) on school property during the past year.

A legend in the top right corner indicates: '\* = Required Field' and 'Printable Form'. A callout box points to the 'Printable Form' link with the text: 'A printable work form is also available for your use by clicking on "Printable Form" as show above.'

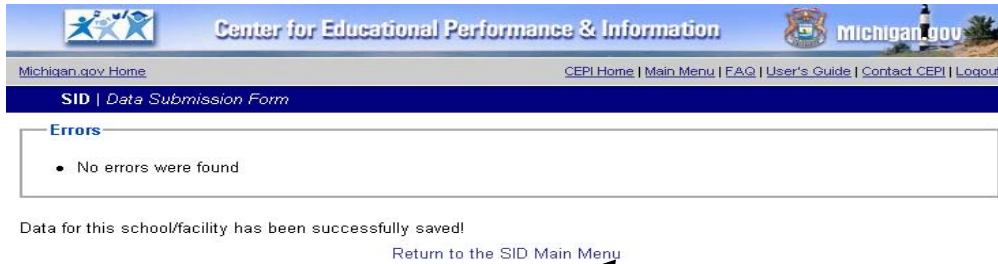


## Submit to Database

District users may submit data to the database after the completion of each field, if desired. As indicated previously, the "Save Data for this School/Facility" button appears at the bottom of the submission screen. If a valid value is submitted, the field will be saved when the "Save Data for this School/Facility" button is clicked. If an invalid value is reported, an error message will appear (see sample on the next page).



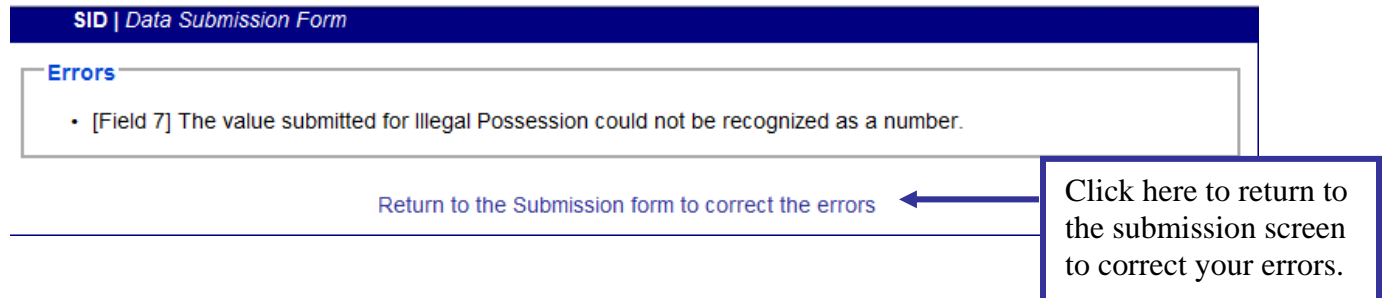
The following screen will appear if the submission is completed for the field:



After you have saved the field submission, you may click on "**Return to the SID Main Menu**" to obtain access to a school/facility for further submission.

## Error Message for Incomplete Data Submission

If the data submitted is invalid for a field, the following message will appear when the user clicks on the "Save Data for this School/Facility" button. Click on "**Return to the Submission form to correct the errors,**" so that the field submission can be completed. All data that were submitted will still appear on the submission screen. After the data entry is completed, click on the "Save Data for this School/facility" bar again to submit the data to the database.



## Section One: Crime & Safety

**Field 1: Reserved Field**

**Field 2: Reserved Field**

**Field 3: ~~Reserved Field~~ School Prevention Programs**

~~When submitting Field 3, a "Yes" or "No" response is required for each item by selecting the appropriate radio button.~~

**Field 4A: School Disciplinary Problems – Bullying (Optional)**

Due to updates in the state and federal reporting requirements, this field is optional for the EOY 2012 SID submission. If data are reported, all programming edits below will be in effect.

**(4) School Disciplinary Problems (Student Bullying) (Optional)**

Indicate the number of incidents of student bullying that have occurred on school property or at a school-sponsored activity over the past school year.

**Definition:** District users are to report the number of incidents of student bullying that have occurred on school property or at a school-sponsored activity during the past school year.

Position

1 – 4 Student bullying (NNNN)

**Bullying** is conduct that meets all of the following criteria:

- Directed at one or more pupils;
- Substantially interferes with educational opportunities, benefits or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress and,
- Is based on a pupil's actual or perceived distinguishing characteristic (see below), or is based on an association with another person who has or is perceived to have any of these characteristics.

**Harassment or bullying** is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e., Internet, cell phone, personal digital assistant [pda], or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying, whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

**Field 4B: School Disciplinary Problems - Truancy**



**(4) School Disciplinary Problems (Truancy) \***

Indicate the number of students who were truant during the past school year. A student is considered truant when he or she has accumulated ten or more full days of unexcused absences in a school year.

Enter number of incidents in the box located on the right.

**Definition:** District users are to report the number of students who were truant during the past school year. A student is considered truant when he or she has accumulated 10 or more full days of unexcused absences in a school year. A student should be counted as truant only once in a given school year after he or she has accumulated 10 or more full days of unexcused absences. An unexcused absence is defined by local school board policy.

Position

1 – 4 Truancy (NNNN)

## Field 5: Physical Assaults

The Comprehensive School Health and Safety Programs Unit of the Michigan Department of Education has clarified the definition in Field 5: Physical Assaults to include only those incidents reported to law enforcement.

**Definition:** Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement officials or that resulted in suspension or expulsion. These incidents must have occurred over the past school year on school property or at a school-sponsored activity.

A **physical assault** means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Laws (MCL).

**Note:** If the student was in possession of a weapon, the incident should be reported in **Field 15: Weapons on School Property**.

The screenshot shows the form for Field 5: Physical Assaults. A red 'X' icon is next to the field title. Below the title is a description: 'Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement. These incidents must have occurred during the past school year on school property or at a school-sponsored activity.' To the right of the description is a text input box. A blue box with the text 'Enter number of incidents in the box located on the right.' has an arrow pointing to the input box.

**NOTE: If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required.**

## Fields 6 Through 28 (Field 29 Is a Reserved Field)

Enter the number of incidents in each field as illustrated in Field 5 above. Remember, each field must be completed for your district. If the school/facility has no reportable incidents, report zero. Be sure to use the "0" key and not a capital letter "O" when reporting your data.

Be sure to save your submission. You must click on the "Save Data for this School/Facility" button found at the end of the submission screen.

The screenshot shows a button labeled 'Save Data for this School/Facility'. Below the button is a text box with the text 'This will save your current progress. You may return at a later date to complete the submission.' A blue box with the text 'Click here to submit your data.' has an arrow pointing to the button.










## Section Two: Dual Enrollment

This section of the SID requires data submission for dual enrollment.

### Fields 34 Through 42

Each field in this section is numeric. If there are no reportable data for a field, report zero ("0"). Blank fields will be considered incomplete, and will remain marked with red "X's." The following illustrates the format for these fields:

#### DUAL ENROLLMENT

<p> <b>(34) Tuition and Fees *</b></p> <p>Record the amount of tuition and fees paid for by the district for eligible and participating students. An "eligible student" is a student enrolled in at least one high school class in grades 11 or 12 and is also enrolled in a postsecondary institution during the district's regular academic year.</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p> <b>(35) 11th-Grade Eligible *</b></p> <p>Record the number of 11th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p> <b>(36) 11th-Grade Participants *</b></p> <p>Record the number of participating 11th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who is also enrolled in a postsecondary institution during the district's regular academic year.</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p> <b>(37) 12th-Grade Eligible *</b></p> <p>Record the number of 12th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p> <b>(38) 12th-Grade Participants *</b></p> <p>Record the number of participating 12th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who is also enrolled in a postsecondary institution during the district's regular academic year.</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p> <b>(39) Postsecondary Courses Paid *</b></p> <p>Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1).</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p> <b>(40) Postsecondary Courses - Postsecondary Credit *</b></p> <p>Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted postsecondary credit.</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p> <b>(41) Postsecondary Courses - High School Credit *</b></p> <p>Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted high school credit.</p>	<input style="width: 100px; height: 20px;" type="text"/>
<p> <b>(42) Courses Not Completed *</b></p> <p>Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that students did not complete.</p>	<input style="width: 100px; height: 20px;" type="text"/>

After the dual enrollment data are entered, click on the box "Save Data for this School/Facility" to submit the data to the database.

Save Data for this School/Facility

## Section Three: Students Who Are Victims of Violent Criminal Offenses

### Field 43: Reserved Field

### Field 44: Students Who Are Victims of Violent Criminal Offenses

**Definition:** Indicate the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored activity over the past school year. A student shall be considered to be a victim of a violent criminal offense when the student or his or her parent or legal guardian has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The student or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

As used in the Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

In the event an act or transaction has multiple complainants (victims), the act should be counted only once. In the event that a student is the complainant of multiple acts that are not part of the same transaction, each act must be counted.

### ADDITIONAL DATA REQUIREMENTS



#### (44) Students Who Are Victims of Violent Criminal Offenses \*

Indicate the number of students who have been victims of violent criminal offenses on school property or at school-sponsored activities during the past school year.

## Section Four: Computers Used for Student Instruction

The reporting of the following fields is optional for the EOY SID submission. Please refer the EOY 2012 SID Data Field Descriptions and EOY 2012 SID Addendum for complete information regarding these fields.

**Field 45: Instructional Computers With High-Speed Internet Access in the School/Facility (Optional)**

**Field 46: Instructional Computers with Dial-Up Internet Access in the School/Facility (Optional)**

**Field 47: Reserved Field Instructional Computers Without Internet Access in the School/Facility**

**Field 48: Other Instructional Devices with High Speed Internet Access (Optional)**

**Field 49: Other Instructional Devices with Narrowband/Dial-up Internet Access (Optional)**

### COMPUTERS USED FOR STUDENT INSTRUCTION

**(45) Instructional Computers with High-Speed (broadband) Internet Access (Optional)**

Indicate the number of instructional computers with high-speed Internet access (greater than 56K) located within the school/facility that are available to students.

**(46) Instructional Computers with Dial-Up (narrowband) Internet Access (Optional)**

Indicate the number of instructional computers with dial-up Internet access (56K or less) located within the school/facility that are available to students.

**(48) Other Instructional Devices with High Speed Internet Access (Optional)**

Indicate the unduplicated number of other instructional devices or equipment such as Internet mobile devices, portable media players, interactive tablets, interactive whiteboards, netbooks, e-book tools, and all other devices that can connect to the Internet via high speed connectivity (broadband or wireless).

**(49) Other Instructional Devices with Narrowband/Dial-up Internet Access (Optional)**


Indicate the unduplicated number of other instructional devices or equipment such as Internet mobile devices, portable media players, interactive tablets, interactive whiteboards, netbooks, e-book tools, and all other devices that can connect to the Internet via narrowband/dial-up connectivity.



## Section Five: Reports – School/Facility and District Level

The SID Application has two types of reports available for district use: School/Facility and District Submission Summary. The school/facility reports provide a summary of the data submitted by the district user for each school/facility in the district. The District Submission Summary Report provides a district summary of data submitted for all of a district's schools/facilities. The district-level report includes summary data for fields 4A through 47. Each district user is encouraged to print copies of all of the available reports when the district's submission is completed.

### School/Facility Reports

At any time during the SID submission, a summary report is available that provides documentation of your submission. Click on the  icon next to the school/facility name on the Welcome Screen to view the summary report for that school/facility. **Print a copy of this report for your records.** Each school/facility in your district has a separate report.

	School/Facility	Status
	Happy Valley Elementary School	✗
	Happy Valley High School	✗
	Happy Valley Middle School	✓
	Happy Valley Public Schools	✗

Click on the report icon next to the school/facility to obtain a summary report.

The following illustrates a portion the school/facility report. The summary report includes each field reported, followed by the data submitted for that field. Each field is populated in this report after the completion of the field data.

School/Facility Submission Summary	
Happy Valley Middle School (XXXXX)	EOY 2012
Field 4A: School Disciplinary Problems (Student Bullying)	0
Field 4B: School Disciplinary Problems (Truancy)	0
Field 5: Physical Assaults	1
Field 7: Illegal Possession	0
Field 8: Trespassers or Intruders	0
Field 9: Vandalism	2
Field 10: Cost of Property Damage	100
Field 12: Criminal Sexual Conduct	0
Field 13: Hostage	0
Field 15: Weapons on School Property	0
Field 16: Homicide	0
Field 17: Drive-by Shooting	0
Field 18: Bomb Threat	0
Field 19: Explosion	0
Field 20: Arson	0
Field 21: Robbery or Extorting	0
Field 22: Unauthorized Removal of Student	0
Field 23: Threat/Attempt of Suicide	0
Field 24: Suicide	0
Field 25: Larceny (Theft)	0
Field 26: Illegal Drug Use or Overdose	0
Field 27: Minor in Possession of Alcoholic Liquor	0
Field 34: Tuition and Fees	0
Field 35: 11th Grade Eligible	0
Field 36: 11th Grade Participants	0
Field 37: 12th Grade Eligible	0
Field 38: 12th Grade Participants	0
Field 39: Postsecondary Courses Paid	0
Field 40: Postsecondary Courses-Postsecondary Credit	0
Field 41: Postsecondary Courses-High School Credit	0
Field 42: Courses Not Completed	0
Field 44: Students Who are Victims of Violent Criminal Offenses	0
Field 45: Instructional Computers with High-Speed (broadband) Internet Access	25
Field 46: Instructional Computers with Dial-Up (narrowband) Internet Access	25
Field 48: Other Instructional Devices with High Speed Internet Access	25
Field 49: Other Instructional Devices with Narrowband/Dial-up Internet Access	25

## District Submission Summary Report

At any time during the submission, a district user may review a district summary report of all the data submitted for all schools/facilities within the district. Access to the report is available on the SID Main Menu. Click on the link as illustrated below to open the report:

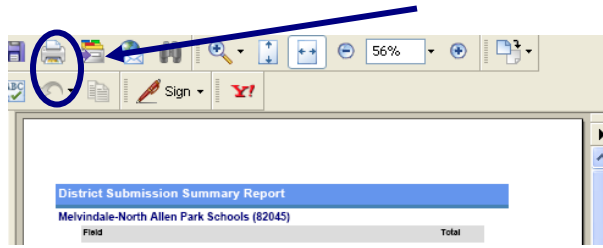
The screenshot shows the CEPI website interface. At the top is the header with the CEPI logo and navigation links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Contact CEPI, and Logout. Below the header is a blue banner with the text "SID | Main Menu". The main content area is divided into two columns. The left column features a blue background with a hallway image and text describing the SID data submission process. The right column contains a "Welcome to the School Infrastructure Database" message, followed by instructions on how to select a district from a drop-down menu. Below this is a form with a "Current District" dropdown set to "Happy Valley Public Schools" and a "Set/Change District" button. A "Reports" section follows, with a link to "District Submission Summary Report". A blue arrow points from a box on the right to this link.

**Click here to access the report.**

### Report sample:

District Submission Summary Report	
Happy Valley Public Schools (XXXXX)	EOY 2012
Field	Total
Field 4A School Disciplinary Problems (Student Bullying)	0
Field 4B School Disciplinary Problems (Truancy)	123
Field 5 Physical Assaults	13
Field 7 Illegal Possession	1
Field 8 Trespassers or Intruders	1
Field 9 Vandalism	3
Field 10 Cost of Property Damage	101
Field 12 Criminal Sexual Conduct	1
Field 13 Hostage	1
Field 15 Weapons on School Property	1
Field 16 Homicide	1
Field 17 Drive-by Shooting	1
Field 18 Bomb Threat	1
Field 19 Explosion	1
Field 20 Arson	1
Field 21 Robbery or Extorting	1
Field 22 Unauthorized Removal of Student	1
Field 23 Threat/Attempt of Suicide	1
Field 24 Suicide	1
Field 25 Larceny (Theft)	1
Field 26 Illegal Drug Use or Overdose	1
Field 27 Minor in Possession of Alcoholic Liquor	1
Field 34 Tuition and Fees	1
Field 35 11th Grade Eligible	1
Field 36 11th Grade Participants	1
Field 37 12th Grade Eligible	1
Field 38 12th Grade Participants	1
Field 39 Postsecondary Courses Paid	1
Field 40 Postsecondary Courses-Postsecondary Credit	1
Field 41 Postsecondary Courses-High School Credit	1
Field 42 Courses Not Completed	1
Field 44 Students Who are Victims of Violent Criminal Offenses	1
Field 45 Instructional Computers with High-Speed (broadband) Internet Access	25
Field 48 Instructional Computers with Dial-Up (narrowband) Internet Access	26
Field 49 Other Instructional Devices with High Speed Internet Access	26

To print a copy of the report, click on the printer icon at the top of the page:



## Section Six: Bulk Upload

Districts have two choices for data submission:

1. Online Application
2. Bulk Upload Application

Districts may either submit data online by school/facility or via the bulk upload process. If a district submits the SID data via the online application, it is not necessary to submit a bulk upload file. The bulk upload application allows a district to upload all schools/facilities within the district in one file. Districts may submit multiple files throughout the submission (April 1 through June 30).

### Bulk Submission/Update SID Data

For instructions on the creation of a SID upload file, refer to the EOY 2012 SID Data Field Descriptions and the 2012 SID Record Layout at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Application" and then click on the "School Infrastructure Database." The documents are located under the heading SID Data Manual.

The link to the Bulk Upload Application is located on the SID Main Menu as illustrated below:

A screenshot of the 'SID | Main Menu' page. The page has a blue header and a sidebar on the left. The main content area has a blue background with white text. A callout box with a black border and white background is positioned on the right side of the page. An arrow points from the callout box to the 'SID Bulk Submission' link in the 'Reports' section. The callout box contains the text: 'Click here to access the bulk submission screen.'

**SID | Main Menu**

**Welcome to the School Infrastructure Database**

The "SID Data Submission" section below indicates the district(s), school(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, schools, facilities, and administrative units, one district is listed when you log in to the SID Application. To access other districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a [security agreement](#) for the district.

If schools/facilities are missing from the list for a district, verify that the [School Code Master](#) is up to date for that district.

**Current District:** Happy Valley Public Schools

Set/Change District:

**Reports**

View the District Submission Summary Report of all your school/facilities in your district for the current SID data collection.

- [District Submission Summary Report](#)

**SID Data Submission**

To submit your SID data for all of your district's schools/facilities via a bulk upload, choose the bulk upload function:

- [SID Bulk Submission](#)

To access the submission form for an individual school/facility, click on the school/facility name below. Click on the report icon to the left of the school/facility name to view the submission summary:

**Icon Legend**


- View the summary report for the unit

**Click here to access the bulk submission screen.**

The following screen will appear when you click on the "SID Bulk Submission" link:

The screenshot shows the "SID Bulk Upload" page. At the top, there is a navigation bar with links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Contact CEPI, and Logout. Below this is a header "SID | SID File Upload". The page is divided into two main sections. On the left, under "Instructions", it states that SID data will be submitted to CEPI using a comma-delimited (CSV) file format and lists several requirements for the file format. On the right, under "SID Bulk Upload", it instructs users to use the form to upload a SID data file to CEPI. It includes a text input field for the file path and a "Browse..." button. An annotation box with an arrow points to the "Browse..." button, stating "Click here to locate your file in your computer." Below the input field, there is an "Important!" note stating that users must include a complete file path and that CEPI recommends using the "Browse" option. It also provides an example of a correct file path: "C:\My Documents\MySid.csv". At the bottom right, there is an "Upload SID File" button. An annotation box with an arrow points to this button, stating "Click here to upload your file."

The bulk submission file must be formatted as described in the EOY 2012 SID Record Layout and the EOY 2012 SID Data Field Descriptions. When the file is ready to be uploaded to CEPI, the district user may do so through the SID Application Bulk Upload link as illustrated above. All files submitted as a bulk upload must end with **.csv**. Files submitted with any other extension will be rejected. When submitting a file, be sure to enter your complete e-mail address and the path and file name to upload. Use

the Browse button to locate your file on your computer. Click on . After submitting your file, please wait while your file is processed.

## Bulk Submission File Upload Results

After the file has been submitted via the SID Bulk Upload Application, a File Upload Results report will appear on your screen. If the report does not contain any error messages, all records in the file were processed correctly. If errors are found in the upload file, correct the errors in your file and upload the file again. A sample of error messages is shown here:

The screenshot shows the "SID | File Upload Results" page. At the top, there is a navigation bar with links: Michigan.gov Home, CEPI Home, SID Home, SID FAQs, SID User Guide, Contact Help Desk, and Logout. Below this is a header "SID | File Upload Results". The page is divided into two main sections. On the left, under "Results", it shows the file name "06587". On the right, it lists two error messages: "[Field B] The value submitted for School/Facility Number is not a valid school/facility number for your district" and "[Field A] Date of Count is missing." At the bottom, there is a link "Return to SID Building List".

Be sure to verify that all schools/facilities have been properly reported and that each school/facility has a green check mark on the SID Main Menu. Print or save a copy of the reports for each individual school/facility and your district summary report for your records. See Section 4: Reports, for further information.

## Data Quality Initiative

Prior to the beginning of each submission cycle for the SID, an analysis will be completed of the previous submission's data to help ensure the accuracy of data submitted by districts. E-mail messages will be sent to districts when possible anomalies are discovered. Examples of the areas reported to districts are:

1. Questionable Number of Occurrences of a Type of Incident

Physical Assaults

- 485 Elementary School
- 618 Middle School
- 720 High School

Bullying

- 4234 Middle School
- 3362 Career Technical Center
- 1037 Rural High School

2. Vandalism and Cost of Property Damage

- 200 Incidents; \$200
- 2 Incidents; \$850,000
- 1 Incident; \$140,000

3. Dual Enrollment

- Elementary schools with eligible 11th and 12th grade students and participants

During the EOY 2012 data submission, CEPI will analyze the data submitted by districts and inform districts when possible anomalies occur. You are encouraged to finish your submission early so that your district can take advantage of this service. The snapshot of the data will be taken during the first week of June. The data quality initiative will help ensure that accurate data is reflected in all state and federal reports for your respective districts.

### Using the Reports to Improve Your Data Quality

Review the district and school/facility-level reports to ensure the accuracy of the data reported. Review the reports by asking these types of questions:

1. Are the numbers of incidents reported in the fields reflective of each school/facility for your district?
2. Does your district offer services for expelled and suspended students?
3. Are the dual enrollment counts accurate for the 11th and 12th grade eligible and participating students?

Take the time to review your school/facility reports so that your district's data accurately reflects the number of incidents occurring with each school/facility.